

TO: Mayor and Board of Trustees

FROM: Village Administrator Steve Stricker and Staff

SUBJECT: Regular Meeting of April 25, 2011

DATE: April 22, 2011

PLEDGE OF ALLEGIANCE – Unfortunately, due to spring break for area schools, we were unable to schedule a student to lead the pledge at tonight’s meeting.

6. ORDINANCES

- A. Add New Chapter 39 (“Property Maintenance”) to Municipal Code**
- B. Remove Article II from Chapter 38 of Municipal Code**
- C. Remove Section 701.VIII from Building Ordinance (Move Property Maintenance Regulations to New Chapter 39 in Municipal Code)**

Please find attached three Ordinances related to the Burr Ridge Property Maintenance Code and in particular, regulations pertaining to the maintenance of grass and weeds. The Ordinances are summarized as follows:

- A. The first Ordinance would add the Property Maintenance Code to the Municipal Code. Currently the Village’s property maintenance regulations are in the Building Ordinance. Since the Municipal Code is a more universal document, it is our recommendation that these regulations be moved to the Municipal Code.

Most of the amendments to the Property Maintenance Code listed in the new Chapter 39 of the Municipal Code are existing regulations. Additions to the Code include establishment of a limit of 10 inches for the height of weeds and grass (at which point the Village can have a property mowed). While this has long been the policy of the Village, this amendment codifies this requirement.

The only other substantive change is to establish a flat \$50 fee to be charged when the Village has to mow a property. Current policy is to charge a fee of 10% of the cost of the mowing. This typically ranges from \$30 to \$50. However, the Village staff time is the same whether it is a large property or small property and the \$50 fee more accurately reflects staff time than the current 10% fee.

- B. The second Ordinance removes the weed regulations from Chapter 38. The relevant regulations are relocated to the new Chapter 39 described above. Please note however, that we are recommending elimination of the official position “Commissioner of Weeds,” as it has not been officially filled for at least the last 20 years. Nor is this position necessary as the Property Maintenance Code references the Community Development Director/Building Commissioner as the

administrator of the Property Maintenance Code. A copy of the existing weed regulations is attached.

- C. The third Ordinance removes the Property Maintenance Code and its local amendments from the Building Ordinance (in light of its relocation to the Municipal Code).

It is our recommendation: that the Ordinances be approved.

D. Special Use – Outdoor Dining (Cooper’s Hawk)

Attached is an Ordinance approving a request by Cooper’s Hawk Restaurant for special use approval to allow the construction and use of an outdoor dining area for an existing restaurant and for the continuation of the existing hours of operation. The property is located at 510 Village Center Drive. The Plan Commission recommended approval of this petition and at its April 11, 2011 meeting, the Board directed staff to prepare the attached Ordinance.

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

A. IGA Re Construction of Platform Tennis Courts (KLM Park)

Attached please find an Intergovernmental Agreement between the Village of Hinsdale and the Village of Burr Ridge regarding the construction of additional platform tennis courts at Katherine Legge Memorial Park. The Village of Hinsdale has approved two additional courts at the KLM Park facility, which would then allow for a total of six courts. The agreement memorializes the location of these two additional courts, the additional landscaping that will be installed at the time the courts are constructed, as well as a proposed stormwater plan that has been reviewed and accepted by our Village Engineer and will be submitted to the MWRD for final approval. The agreement also establishes hours of operation for the courts, requiring Hinsdale to turn off the lights on courts #3 and #4 at 10:00 p.m. on Tuesday through Thursday and on courts #1, #3 and #4 at 10:00 p.m. on Friday through Monday. For any of the days on which the lights are not turned off at 10:00 for any court, the lights shall be turned off at 10:30 p.m. The term of the agreement will be for a period of five years, with the understanding that the parties will agree to meet within 120 days prior to the expiration of the agreement to discuss renewal of the agreement.

It is my understanding that King Bruwaert House finds the agreement to be acceptable. It is also my understanding that the residents directly to the east of the platform tennis facility also have found the agreement to be acceptable. As of this writing, I am only aware of two residents, Mr. & Mrs. King, 1348 Laurie Lane, that have indicated that they are opposed to the Village entering into any agreement with the Village of Hinsdale.

Although the Village did not get everything it wanted in this agreement, I believe this compromise represents the best that we could accomplish and that the agreement includes several commitments from the Village of Hinsdale regarding landscaping, drainage and hours of operation that are beneficial to our residents.

With this in mind, **it is our recommendation** that the Resolution authorizing the approval of an intergovernmental agreement between the Village of Hinsdale and the Village of Burr Ridge regarding the construction of additional platform tennis courts be adopted.

B. Collection, Use, Disclosure, Protection of Social Security Numbers

In January 2010, Governor Quinn signed into law the Identity Protection Act, establishing new regulations on how units of state and local government, including municipalities, use an individual's social security number. The Act requires that municipalities adopt an Identity Protection Policy by June 1, 2011. The Policy must:

1. Identify the Act,
2. Require that all municipal employees with access to social security numbers be trained in social security number confidentiality protection,
3. Restrict access to social security numbers to those employees required to have such access,
4. Require where social security numbers are permitted to be requested from an individual that they may be provided in a way allowing for easy redaction in the event of an FOIA request, and
5. Require that a statement of purpose be provided when collecting a social security number.

All municipal employees must be advised of the existence of the Policy and a copy of the Policy must be available for review. Attached please find a Resolution approving a Policy for the collection, use, disclosure and protection of individual social security numbers, along with the proposed Identity Protection Policy.

It is our recommendation: that the Resolution approving a Policy for the collection, use, disclosure and protection of individual social security numbers be adopted.

8. CONSIDERATIONS

A. Policy re Social Media Sites for Village of Burr Ridge

Pursuant to the Board's approval of the use of social media at its April 11 meeting, attached please find a policy governing social media use by the Village of Burr Ridge. The policy specifies that social media content will include information included in documents that are routinely prepared by Staff and approved by the Village President in the normal course of

business and would appear in other forms of Village correspondence such as letters to residents, newsletters, Miscellaneous Memo subjects, public notices, etc. If the information to be posted would not normally be included in those documents it will be submitted to the Village President for approval. Additional provisions in the policy designate record-keeping requirements, who may post content and what may/may not be posted.

It is our recommendation: that the policy be approved.

B. Change Order #1/Final Payment – Babson Park Water Main

The Babson Park Phase I Water Main Extension was completed and brought into service in early December, 2010.

The Board of Local Improvements (BOLI) original cost estimate for construction (upon which Special Assessment #28 is based) was \$245,865. The low bid construction contract was \$189,442, and the final construction cost is \$217,838. Therefore, the as-built construction cost is 11% below the BOLI Estimate and 15% over the low bid contract. The increase over the low bid contract is due to a utility conflict with a mis-marked communications cable, which required an adjustment to the layout of the water main, and caused an increase in the trench backfill and pavement patch quantities of the contract.

All design, permitting, and construction engineering activities, were performed by Village Engineering personnel, which allowed the Village to eliminate the costs associated with professional services for this project. Residents seem pleased with the installation, and connections have commenced. Due to the fact that the project has been completed under the BOLI estimate, the resident contributions to reconcile the Special Assessment will be reduced.

It is our recommendation: that Change Order #1, in the amount of \$28,396, be approved, and that final payment be issued.

C. 2009-2011 Targets for Action Update Report

Enclosed please find the Targets for Action report that was established during the Strategic Planning Workshop in September 2009, updated through the 2nd Quarter 2011.

It is our recommendation: that the Quarterly 2009-11 Targets for Action Report be received and filed.

D. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$249,255.19 for all funds, plus \$185,883.97 for payroll, for a grand total of \$435,139.16. The Vendor List includes the following special amounts:

- \$33,484.95 – Convergence Technologies, Inc. for Wireless vehicle routers (15)
- \$33,412.20 – Convergence Technologies, Inc. for Wireless access points (6)

It is our recommendation: that the Vendor List be approved.

RECONVENED MEETING

A. FY 11-12 Pay Plan/Salary Increases for Non-Union Employees

Mayor Grasso is recommending that the Village Board table the issue of a salary increase for non-union employees until the legislative session in Springfield has been completed and a decision regarding the municipal portion of the State income tax becomes known.

It is my recommendation: that this issue be tabled until after the legislative session in Springfield is completed.